

KINGS COUNTY SUPREME COURT  
HELP CENTER – ROOM 122C  
360 ADAMS STREET  
BROOKLYN, NY 11201

This summary will **BRIEFLY** describe how to file an answer. It is not intended to be a substitute for legal research or representation. **ANYONE INTERESTED IN BEGINNING A LAWSUIT IS STRONGLY ENCOURAGED TO SEEK LEGAL COUNSEL. THE HELP CENTER CANNOT PROVIDE YOU WITH LEGAL ADVICE OR COMPLETE FORMS ON YOUR BEHALF.**

**HOW TO FILE AN ANSWER**

**Filing Instructions**

1. Fill out the **Answer** form. (See **Exhibit A.**)
2. Notarize the **Verification** form (See **Exhibit B.**)
3. Make at least 2 copies of both forms.
4. Have someone other than you, who is at least 18 years old and not a party to the action serve a copy of the Answer and Verification forms to the plaintiff or attorney of the plaintiff(s) at the address shown on the Summons. (This can be done by regular mail.)
5. Ask the person who serves the forms for you to fill out the **Affidavit of Service** form. (See **Exhibit C.**) They should have it notarized and then give the original back to you.
6. File all three original forms, stapled together, in the County Clerk's office (Room 189) at window #9. Make sure that the index number of the case is on all of the papers. Ask the County Clerk to stamp your copy of the papers to indicate that you have filed them.

# EXHIBIT A

**INSTRUCTIONS: FILL IN THE NAMES OF THE PARTIES AND THE INDEX NUMBER. COMPLETE THE BLANK SPACES NEXT TO THE INSTRUCTIONS PRINTED IN BOLD TYPE. PRINT AND USE BLACK INK ONLY. SIGN YOUR NAME IN THE PRESENCE OF A NOTARY PUBLIC.**

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF KINGS

-----X  
Index No. \_\_\_\_\_  
**[INSERT INDEX #]**

\_\_\_\_\_  
**[FILL IN NAME(S)]** Plaintiff(s),

**ANSWER**

- against -

\_\_\_\_\_  
**[YOUR NAME(S)]** Defendant(s),

-----X  
As and for his/her answer to the complaint herein, the defendant(s) \_\_\_\_\_  
\_\_\_\_\_ respectfully shows and alleges as follows:

- ☐ Admits the truth of the allegations of Paragraph(s) \_\_\_\_\_  
\_\_\_\_\_ of the complaint.
- ☐ Denies knowledge or information sufficient to form a belief as to the truth of the  
allegations of Paragraph(s) \_\_\_\_\_  
\_\_\_\_\_ of the complaint.
- ☐ Denies the allegations of Paragraph(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ of the complaint.
- ☐ OTHER:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## AFFIRMATIVE DEFENSES

[illegible]

## This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

**Dated:** \_\_\_\_\_

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**Print Name**

**Defendant's Address and Telephone #**

# EXHIBIT B

## VERIFICATION

\_\_\_\_\_ [YOUR NAME],

being duly sworn, deposes and says:

I am the defendant. I have read the foregoing answer and know the contents thereof. The same are true to my knowledge, except as to matters therein stated to be alleged on information and belief, and as to those matters I believe them to be true. To the best of my knowledge, information, and belief, formed after an inquiry reasonable under the circumstances, the presentation of these papers or the contentions therein are not frivolous as defined in subsection (c) of section 130-1.1 of the Rules of the Chief Administrator (22 NYCRR).

\_\_\_\_\_  
[SIGN YOUR NAME BEFORE A NOTARY PUBLIC]

\_\_\_\_\_  
[PRINT NAME]

Sworn to before me on this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

# EXHIBIT C



**AFFIDAVIT OF SERVICE**  
*After Commencement of Litigation*

Index No. \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ vs. \_\_\_\_\_

STATE OF NEW YORK, COUNTY OF KINGS ss:

\_\_\_\_\_ being sworn says, I am not a party to the action, am over 18  
years of age, and reside at \_\_\_\_\_

On \_\_\_\_\_, 20 \_\_\_\_\_, I served a true copy of the following papers, \_\_\_\_\_

which are attached to this affidavit, in the following manner:

**[CHECK ONE]**

☐ **PERSONAL SERVICE**

By personally delivering the papers to: \_\_\_\_\_  
[Person Served]  
at \_\_\_\_\_  
[Address]

The individual I served had the following: **[CHECK]**

☐ MALE      ☐ FEMALE      SKIN COLOR: \_\_\_\_\_      HAIR COLOR: \_\_\_\_\_  
☐ 21-34 yrs.    ☐ 35-50 yrs.    ☐ 51-61 yrs.    ☐ over 61 yrs.  
☐ 120-150 lbs. ☐ 151-181 lbs. ☐ Over 182 lbs. Approximate Height: \_\_\_\_\_  
Other Distinguishing Features: \_\_\_\_\_

☐ **MAIL**

By mailing the same in a sealed envelope with postage prepaid thereon, in a post office or official depository of the US.  
Postal Service within the State of New York addressed to the last known address of the addressee(s) as indicated below:

☐ **OVERNIGHT DELIVER SERVICE**

By depositing the same with an overnight delivery service in a wrapper properly addressed. Said delivery was made prior  
to the latest time designated by the overnight delivery service for overnight delivery. The delivery service used was

\_\_\_\_\_  
Name and Address of Person(s) served:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn to before me on the

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
**[SIGN BEFORE A NOTARY PUBLIC]**

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
**[PRINT YOUR NAME]**